

Zoning Citation Review Form

Applicant: _____

Address: _____

Telephone #: _____

Email Address: _____

Case #: _____ Document #: _____ Amount: \$ _____

Rules/Procedures:

- A request to review a citation must be filed within 10 days from the issuance date of a citation at the Code Enforcement office listed below.
- The form must be signed by the individual to whom the citation was issued. A complete copy of the citation paperwork must be attached.
- The form must be completed in its entirety with information and facts to receive consideration for review.
- The request to review a citation cannot be based on a personal financial hardship. The request must show valid reasons based on an error in the application of zoning regulations or claim that zoning violation did not exist at location when the citation was issued.

Note: A citation can only be rescinded if there is an error found in the application and/or process of enforcement by the inspector.

- Review forms should be submitted to: **City of Charlotte**
Attn: Code Enforcement

600 E. Trade Street

Charlotte, NC 28202

704-336-3380

Describe below why the Citation was issued in error. If necessary, you may attach additional pages to state your case.

Signature of Applicant:

Date:

Agency's Response to Review (to be completed by Zoning Supervisor)

Review Upheld

Review Denied

Supervisor's Comments: